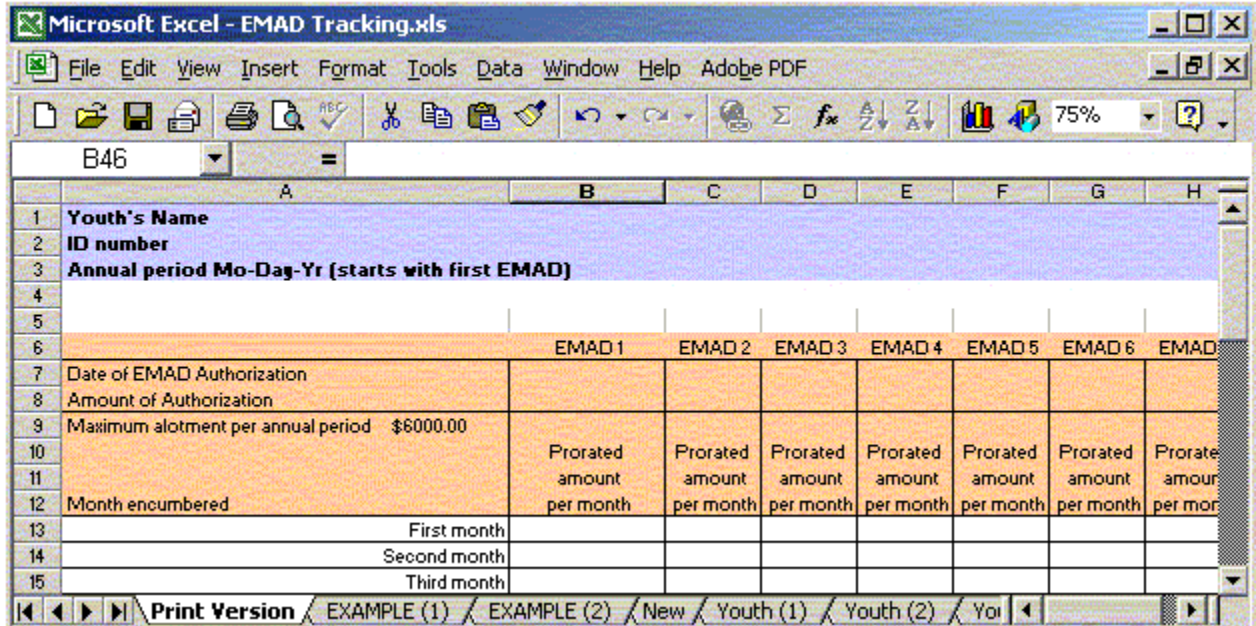


Children's Mental Health Waiver
Instructions for the EMAD_Tracker.xls

You will need *Microsoft Excel* to open and use this tracking tool. A copy of the printable tool is included in your packet. If you want to do this electronically, the file is available at www.dhs.iowa.gov/rts/Lib_Res/3Helps.htm.

How the Spreadsheet is Setup

An Excel spreadsheet is made up of multiple *worksheets*, the titles of which are found in tab format at the bottom of each spreadsheet. Since many, many worksheets can be added to a spreadsheet, it may *not* be possible to view all of the worksheet titles at the same time. You can view those that are out of sight by either clicking on the record selectors, or scrolling left or right. To change between worksheets, merely click on the tab you wish to view.



The *EMAD_Tracker.xls* is intended to help those wishing to enter data **manually** or **electronically**. For instance:

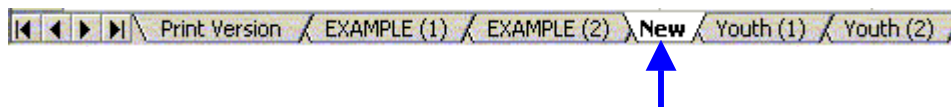
- The worksheet titled "**Print Version**" allows you to print a **copy** of the tracking sheet and *manually* track member EMAD information.
- The worksheets titled "**Youth (1)**" – "**Youth (12)**" are available for those that wish to *electronically* tracking EMAD information on a member-by-member basis. Additional worksheets may be added to accommodate additional youth.

How to Use the Spreadsheet

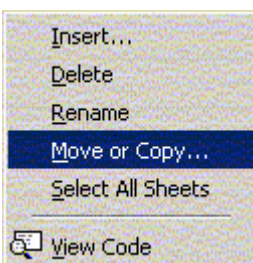
- Two worksheets titled "**EXAMPLE (1)**" or "**EXAMPLE (2)**" are included to assist you in *experimenting* with how the worksheet automatically calculates a child/youth's data. Once comfortable using the worksheets, they can be deleted.
- Worksheets titled "**Youth (1)**" – "**Youth (12)**" are each setup to allow you to track EMADs for a single child. These allow you to track *up to 12* children/youth, and can be renamed to a child's name, initials, or Client ID. Just right click on the tab desired, select "**Rename**" and type the new name desired for that tab.
 - Cells that contain headings and formulas are locked so accidental modification/deletion cannot occur. A user can move throughout a worksheet by clicking in a single cell *or* using the tab key to jump from cell to cell.
 - Cells B1, B2 and B3 are where you include identifying child/youth data.
 - Rows 7 and 8 (columns B – H) are where you identify the date and amount of authorized EMADs. Column I automatically calculates the total amount authorized within these cells.
 - Rows 13 – 24 (columns B – H) are used to enter the monthly-prorated amount, with column I providing an on-going calculation of rows 13 – 24.

- Additional columns can be added to a worksheet if more than seven EMADs are applicable for a child/youth, however this requires modification of the worksheet (which is protected), including insertion of additional columns and revision of the formulas calculating the totals. If you wish to modify this worksheet, please contact Lori Hamand at lhamand@dhs.state.ia.us and she will assist you in making the needed modifications.
- The worksheet titled “New” is included to help you add *additional* electronic children/youth worksheets.

- ☐ Right click on the “New” worksheet



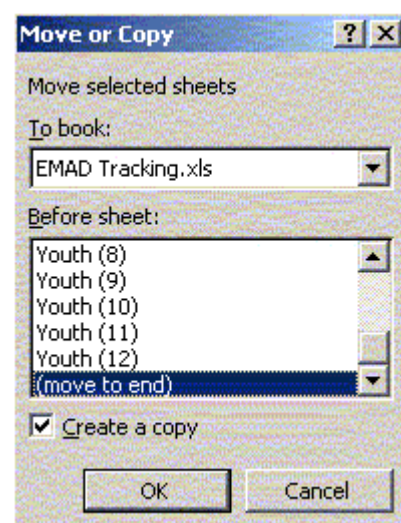
- ☐ Select "Move or Copy"



- ☐ Under “**Before sheet:**” highlight the worksheet you want the copy of the “New” worksheet placed *before* (meaning left of).

- Select “(move to end)” if you want the copied worksheet placed at the far right of *all other worksheets*

- ☐ Click the *checkbox* next to “**Create a copy**” and press “OK”. The copied worksheet will be given the default name of “New (2)”



- Questions may be directed to either **Lori Hamand** (lhamand@dhs.state.ia.us or (515) 332-1464), or **Barbra Jordison** (bjordis@dhs.state.ia.us or (515) 725-1222).